



# Indiana Department of Homeland Security

## District Programs Information Bulletin

Date: September 1, 2010

Bulletin No: 10-021

TO: All District Administrative Coordinators  
All District Coordinators  
All District Fiscal Agents  
All District Planning Council Members  
All District Planning Oversight Committee Members  
All District Response Task Force Commanders  
All Emergency Management Directors

From: Randal A. Collins  
District Services Branch Director, Field Division  
Indiana Department of Homeland Security

Subject: All Hazard Incident Management Team Conference

### Purpose

The purpose of this Information Bulletin is to announce the offering of a Sub-Grant that will fund one person from each District to attend the 2010 All Hazard Incident Management Team Training and Education Conference in Denver, Colorado on December 7 – 9, 2010.

### General

The All-Hazards Incident Management Team Training and Education Conference (AHIMT TEC) is a national, grass roots effort developed to provide policy and decision makers, AHIMT members, training coordinators, and team managers' concise and detailed information regarding the continuing development of the All-Hazards Incident Management Team program and the best practices and lessons learned from their experiences.

The conference targets personnel involved in the All-Hazards Incident Management Team program, including team members, coordinators, and managers, and offers a unique opportunity for those personnel to dialog with AHIMT program management personnel and the DHS regarding the priorities for NIMS products that support the AHIMT program. The agenda focuses on providing attendees critical information on lessons learned and best practices developed by existing All-Hazards Incident Management teams that could be beneficial to other AHIMTs.

This Informational Bulletin is intended to communicate guidance and clarification of District Programs. The information contained herein supersedes all previous information or guidance pertaining to the subject. This information is intended to help districts plan, prepare, take appropriate actions and collaborate. Any questions pertaining to this bulletin may be directed to the Field Services Division at 317-234-7228. To be added to the District Informational Bulletins distribution list, please send an email to [fieldservices@dhs.in.gov](mailto:fieldservices@dhs.in.gov).

**Attendee Selection**

Each District should identify one volunteer from the District All Hazard Incident Management Team or the District Response Task Force Commander that is willing and able to attend the conference. Priority should be given to AHIMT members first. The name, agency, and contact info for the selected attendee should be sent to Randal Collins at [Rcollins@dhs.in.gov](mailto:Rcollins@dhs.in.gov) from the District Response Task Force Commander as soon as possible and no later than September 13<sup>th</sup>, 2010.

**Finance and Administration**

Once attendees are identified, IDHS will determine the most suitable means of establishing a sub-grant agreement. Sub-grant agreements will be established with an identified fiscal agent which will be either the County Emergency Management Agency or directly with the attendee's parent agency. The identified fiscal agency will need to submit a budget through the Indiana Grants Management System. Each fiscal agent will receive a sub-grant of up to \$1,500.00 to pay for travel, lodging, per diem, conference fees, and other allowable expenditures.

**Conference Information**

More details and information about the conference can be found at [www.ahimt.net](http://www.ahimt.net).

**Questions**

Any questions pertaining to the Grant Proposal Writing Workshops may be submitted to Randal Collins, District Programs Branch Director, [Rcollins@dhs.in.gov](mailto:Rcollins@dhs.in.gov), 317-238-1762.